



Housing Assistant: Caddo Nation

SUMMARY OF POSITION

Assists the Housing Specialist (Administrator) for the Caddo Nation Division of Housing. Answers directly to the Housing Specialist and in turn, the Business Manager. This position assists the Housing Administrator in carrying out of all daily activities to enable the organization to meet all of its goals and objectives. Performs tasks that require skills in management, organization, planning, administration and finance and a basic knowledge of Indian Housing/TDHE operations and objectives. Must be able to understand the functions of all Housing departments and command a good working knowledge of the Native American Housing Assistance and Self-determination Act of 1996 and related requirements. Must be willing to receive direct supervision and technical assistance and also be able to operate autonomously with minimal supervision in certain

Must possess a valid driver's license and vehicle and be insurable under the Caddo Nation's vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies. Must be available and willing to work up to 40 hours per pay period, generally during the hours of 8 am to 5 pm, Monday through Friday and additional hours as needed or as required by the supervisor. Must be willing and able to travel, if necessary. Must exercise the highest degree of professionalism and ethics at all times.

For a full copy of this job description and application please contact the Caddo Nation Personnel Office at 405.656.2344 x 252. Deadline is December 3, 2010, 4:00pm.

(Applications may be downloaded off of the Caddo Nation Website)

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